



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All Persons Interested
2	Job Classification	Communications Technician Supervisor
3	Posting Number	PN # 104415
4	Department	Department of Public Works & Engineering
5	Division	Planning & Operations Support Branch
6	Section	Information Systems
7	Reporting Location	5711 Neches *
8	Workdays & Hours	M - F, 7 a.m. – 4 p.m.*
		*Subject to chang

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Supervises and administers technical direction in the installation, repair and maintenance of the City’s Radio Communications 800 MHz Trunked system, including all of the following; mobile radios, hand held radios, base-station radios and a 450 MHz mobile data system. Directs radio communications technician staff, performs employee evaluations, and schedules daily work requests and timelines with various City departments. Will assist in the preparation of annual budget and monitor expenditures. Will provide input and direction to meet FCC mandates and radio system technological upgrades.

10 **WORKING CONDITIONS**
There are no major sources of discomfort, normal office environment lighting, temperature and air conditioning.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor’s Degree in Modern Electronics or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Six years of practical work experience in the Radio Communications Field. (Directly related professional experience may be substituted for the above education requirement on a year for year basis).

13 **MINIMUM LICENSE REQUIREMENTS**
Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**
Will be given to applicants with military background in the radio communications area.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 25
\$1,501.00 - \$2,080.00 Biweekly \$39,026 - \$54,080 Annually

18 **OPENING DATE** May 11, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., First Floor. Successful candidates will be notified of their application status. TDD phone line number (713) 837-9496. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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